

Northeast Coastal and Barrier Network Example Language describing deliverables for use in Cooperative Agreements and Contracts

The following example pertains to species data only. Although other projects may not involve species data collection, all deliverables that will include a databases, spatial data and reports can follow the same basic format.

ARTICLE IX – REPORTS AND/OR DELIVERABLES

A. Species data

- All field data sheets will be provided upon request to the NPS I&M Program.
- Raw digital data will be submitted electronically and on CD-ROM in Microsoft Access format, following the NPS I&M Natural Resource Database Template or one specifically developed for this particular project by an I&M Data Manager. A data dictionary describing field names and values must accompany all databases. All data will be entered and verified by the investigator. The investigator is responsible for implementing and documenting quality assurance/quality control (QA/QC) measures used to assure the accuracy of their data. QA/QC documentation will be provided to the NPS with all databases in MS Word.
- Metadata for all biological data sets will be provided following the Federal Geographic Data Committee (FGDC) Metadata Biological Data Profile. All metadata will be parsed following the NPS GIS guidelines and provided in the following three file formats ASCII text, HTML and SGML on CD-ROM.

B. Spatial data

- Differentially corrected GPS coordinates (UTM NAD83) for all sampling locations will be provided as an ArcInfo coverage. The investigators will also provide GPS coordinates of any other opportunistic captures or sites. Each location will have an associated data table containing a list of species captured. At a minimum, all spatial data is to be supplied as an ArcInfo coverage and ArcInfo interchange file, e00, compatible with the current version of ArcInfo for the MS Windows operating system, both electronically and on CD-ROM.
- Federal Geographic Data Committee (FGDC) compliant metadata for all spatial data sets will be created. All metadata will be parsed following the NPS GIS guidelines and provided in the following three file formats ASCII text, HTML and SGML on CD-ROM.

C. Voucher specimens

- All collected specimens will be housed and properly maintained as part of the Rhode Island Odonata Atlas collection, housed at the University of Rhode Island. Although housed as part of the RI Odonata Atlas, all specimens will remain the property of the National Park Service and will be labeled accordingly and handled according to NPS collection standards.
- Any original digital voucher photos must be submitted to the NPS in JPEG or TIFF format on CD-ROM with accompanying documentation in MS Word .
- All data associated with voucher specimens will be cataloged in ANCS+, the National Park Service's Automated National Catalog System.

D. Reports

- Progress reports will be submitted electronically, in MS-Word format annually, to each of the parks and the Northeast Coastal and Barrier Network.
- Draft final reports will be written for each of the three parks, FIIS, GATE and SAHL. Draft final reports will be submitted electronically, in MS-Word format, to the Northeast Coastal and Barrier Network and to the resource manager at each of the parks.
- Final reports for each park will be submitted electronically and digitally on CD-ROM and in hard copy, in MS-Word format, to the Northeast Coastal and Barrier Network and to the resource managers of all three parks.
- Investigator's Annual Reports will be completed on or before December 31 of each calendar year that this Agreement is in effect, including the year of completion.